INSTRUCTIONS FOR COMPLETING
APPLICANT FINGERPRINT CARD

Incomplete fingerprint cards & cards not in compliance with items #14 & 15 WILL NOT BE PROCESSED

****TYPE OR PRINT ALL INFORMATION IN BLACK****

1. SIGNATURE OF PERSON FINGERPRINTED - Legible signature of person being fingerprinted

2. RESIDENCE OF PERSON FINGERPRINTED - Complete number, street, city, state, and zip

3. LAST NAME **NAM** FIRST NAME MIDDLE NAME - PRINT your last name, first name, and middle name

4. ALIASES **AKA** - List any and all alias names or nicknames, maiden name or other married name if applicable)

5. CITIZENSHIP **CTZ** - Indicate American citizenship (US), or indicate other nationality

6. SEX (Male M, Female F)   **7.** RACE - White W; Black B; Hispanic H; American Indian or Alaskan Native I; Asian or Pacific Islander A; Other O

8. HGT - Height in feet and inches using all numerics. Example: 6' 01" = 601

9. WGT - Weight in pounds using all numerics. Example: 135lbs. 135

10. EYES - List eye color: Black – BLK; Blue – BLU; Brown – BRO; Gray – GRY; Green – GRN Hazel - HAZ

11. HAIR - List hair color: Black – BLK; Blond or Strawberry – BLN; Brown – BRO; Gray or partially – GRY; Sandy– SDY; Red or Auburn– RED Bald – If hairless or lost most hair - BAL

12. DATE OF BIRTH – Month/Day/Year

13. PLACE OF BIRTH **POB** - Indicate city and state where you were born. Abbreviate State

Items 14 & 15

14. DATE - The official taking your prints will have to indicate the date prints were taken

15. SIGNATURE OF OFFICIAL TAKING FINGERPRINTS - The fingerprint technician must sign his/her name on the print card; place the print card in the envelope provided, seal and stamp across the seal with the agency stamp or official signature. The sealed envelope containing the print card must be included in the application packet and returned to the Board office.

16. EMPLOYER AND ADDRESS - Print name of Company where you are employed and include street address, city, state, and zip

17. SOCIAL SECURITY NO. **SOC** - Your Social Security Number

***************FINGERPRINT IMPRESSIONS IN EACH BLOCK******************

NOTE: DO NOT BEND OR FOLD FINGERPRINT CARD(S)